InTERS-30A Frequently Asked Questions

1. **How are CTE "programs" defined?**

   For purposes of counting student enrollment for Additional Pupil Count (according to IC 20-43-8-9), the term "Career and Technical Education program" refers to individual, state-approved CTE courses identified on the funding crosswalk.

2. **How are students in trimesters counted?**

   As is done for other courses, the state counts the students who are in attendance as of the count day, whether the course is offered for semesters or trimesters.

3. **How do schools report Area Participation?**

   Area participation is counted based on whether or not there are students enrolled in a course at a conducting school from more than one sending high school. If so, all students in that CTE course are counted for area participation at the home/sending school corporation.

4. **How is Area Participation reported for Coop Programs?**
   When a student enrolled in a state-approved Coop course is going from one area CTE district to another area CTE district, the receiving school (conducting) school enters the enrollment. This enrollment will not show up on the Form 30A of the sending school; the student will show up on the server (official) Form 30A Report. Starting with the 2011-2012 school year, the system will be web based.

5. **Can student enrollment counts be duplicated?**

   No. However, if a student enrolled in more than one state-approved Career and Technical Education course at the time ADM is determined, that student will be counted for both courses.

6. **How do I set ADM or Count Day flags?**

   On the FINAL 30A report that goes to the Indiana Department of Education (DOE) for funding, only student enrollments that are active on ADM or count day will be counted. In the "InTERS-FORM 30A INSTRUCTIONS" document it explains the process to set the ADM or count day flags on the enrollments, which should be done once all of the data has been entered and is correct (to the best of the users knowledge). Only student enrollments that are active (Enrollment Status = A) on the day that the user sets the flags will be counted on the InTERS-30A.

7. Can I run a test on Form 30A before entering all school information?

Yes. If you would like to test the InTERS-30A prior to getting all of the data entered and setting your ADM flags, it will count all active enrollments (Enrollment Status = A). Once the count day flags have been set, the InTERS-30A will only count student enrollments with the ADM/count day flags.

A sample copy of a printed InTERS-Form 30A and the InTERS-Form 30A Instructions document, which gives instructions for the entire process, is attached.

If you have any questions or concerns about the Form 30A, send an e-mail to dwdinters30A@dwd.in.gov for assistance.